

☐ UNCLASSIFIED ☐ INTERNAL ☐ CONFIDENTIAL ☐ SECRET
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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reply to Audit Report on Property & Fiscal Unit, Accounts Branch, dated
31 October 1961 (Attached).

FROM:

C/Finance Division
6 E 44 Headquarters

NO.

DATE

7 June 1962

TO: (Officer designation, room number, and
building)

DATE

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom
to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1. Comptroller

2.

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Page 2 of the attached Report of Audit states that "Since a majority of property transactions originate with the Office of Logistics, responsibility for correction of deficiencies in basic documentation, which contributes to the inaccuracies in the accounts, must be assumed by the Office of Logistics as well as the Office of Comptroller." This fact was noted in your memo to DD/S dated 7 Mar 62 together with a statement that "---this office is planning to survey these activities with a view to simplification of systems and the elimination of unnecessary paper work." This latter statement is repeated in the attached reply to the Audit Staff.

It is obvious that the present procedures are ineffective and wasteful of manpower. It is equally obvious that the basic deficiencies cannot be corrected without cooperation and action on the part of the Office of Logistics.

It is suggested that the Comptroller and the Director of Logistics jointly designate members of their respective staffs to conduct a survey and make necessary revision of procedures, and that a target date be established for the completion of this task.

It is assumed you will wish the TAS to assume primary responsibility for this survey, with the Finance Division rendering such assistance as may be appropriate.

Chief, Finance Division

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